

COMMISSIONERS APPROVAL

GRANDSTAFF 

ROKOSCH 

THOMPSON 

CHILCOTT 

DRISCOLL 

PLETTENBERG (Clerk & Recorder)

Members Present..... Commissioner Carlotta Grandstaff, Commissioner Jim Rokosch, Commissioner Alan Thompson, Commissioner Greg Chilcott and Commissioner Kathleen Driscoll

Date.....August 8, 2008

Minutes: Beth Perkins

► The Board met for discussion and decision regarding office staffing/grant administration/CTEP administration etc. Present were Administrative Assistant Glenda Wiles and Interim Planning Director Renee Lemon.

Commissioner Grandstaff stated the Board will have Skip Rosenthal continue to work on the Willow Creek CTEP project until it's closed out and suggested they utilize Glenda to administer the other CTEP projects.

Commissioner Chilcott suggested having Human Resources Director Robert Jenni attend training to administer the CTEP. Commissioner Rokosch disagreed. He stated the Human Resources Director has enough on his plate with personnel issues as well as payroll. Commissioner Rokosch felt there are a lot of specific issues within Human Resources that Robert Jenni needs to focus on. He stated grants need to be pulled in for this county in order to increase funds.

Commissioner Thompson stated CTEP rightfully belongs in the Planning Department. He explained the process of how CTEP comes forward by the citizens and then a contractor is hired to oversee the project and make sure the proper documents are submitted. It does require on-site visits. He stated Skip had to go to on-site numerous times. He believes CTEP is a Planning Department project and it should remain there. The new Human Resources Director will not be familiar with the project, therefore, the Board should request Skip finish out for this year and provide training for the next person to administer it.

Commissioner Driscoll stated she disagrees with Commissioner Thompson. She stated Planning has enough on their plate and agrees Robert should focus on Human Resources. A grant department should be established for funding options. She would like to see Glenda handle the management of the grants and CTEP. Commissioner Grandstaff stated after discussing the CTEP administration with Road & Bridge Supervisor David Ohnstad, he would like to house it. She agrees it should not be a function of the Human Resource Director. She agrees with Commissioner Driscoll in regard to centering grant administration and grant writing. She stated Glenda would work well during a temporary period until an official grant administrator and writer could be hired. Commissioner Chilcott stated Glenda is capable but she already has a lot to do. There are jobs and tasks that need to be done in the Human Resources, and feels it takes at least 10% of staff time to administer the grants.

Renee stated she believes it would benefit the County to have a full-time grant administrator. Commissioner Chilcott stated the County cannot afford a full-time grant administrator at this time. Commissioner Grandstaff stated Glenda is willing to help in this regard until the County can afford to hire someone. Commissioner Rokosch stated his concerns with Department Heads writing grants and working cooperatively with Glenda for the administration. He stated there has to be a more efficient and functional administrative way to do these grants.

Commissioner Driscoll stated while each Board Member might disagree on this issue, it is important to recognize the county has staff in place to get the job done. She feels Glenda is an untapped talent in this area and has the capability to take it on.

Glenda stated she will do what the Board directs. Handling either or both of these tasks would be in addition to her normal duties because it is important for her to still have a hand in the daily operations of the office, and work to train Beth in certain areas that Glenda could simply supervise. She felt contracting the completion of the Willow Creek CTEP project to Skip would be a good idea. She stated she feels uncomfortable with any grant writing because of her lack of experience in that area. She stated in the past, the Commissioners have hired a Grant Administrator who was full time. That position did not work out well because the Grant Administrator was continually seeking the Department Head's expertise to write and administer the grants. The Department Heads felt it was easier for them to do the work instead of having that middle man. She stated the system they have in place works well now with the exception of a couple of areas; such as the lack of a central place to house all of the grants for audit and review purposes, and the lack of coordination between the Department Heads and the Commissioners Office in regard to time constraints of grant requirements etc. Glenda suggested the expertise in writing the grants stay with the Department Heads and the Grant Administrator assist the Department Heads in any of their needs such as time lines, accounting, grant collaboration etc. The grants can also be housed in the Commissioners Office and monitored to make sure the time lines are being met. Commissioner Grandstaff agreed with that assessment. Glenda stated she would not like to be classified as a grant writer and if this new task does not fit administratively, then she is open to other suggestions on how the Commissioners would like to proceed.

Commissioner Rokosch stated the Board is asking Glenda to increase her responsibilities, therefore, those responsibilities should be compensated. Commissioner Grandstaff asked how the Board would like to proceed. Commissioner Chilcott stated Glenda is more than capable and has more diversity in her capabilities than ever. He just does not want to give her more than she can handle. Discussion followed regarding pay increase.

Commissioner Chilcott stated when you do a temporary assignment on hourly employees, the assumption is to not to increase the hours worked. He stated his concerns regarding giving temporary duty assignments with a pay increase. It is a bad management decision to give temporary duties and then withdraw the pay increase when it is over.

Commissioner Rokosch stated the reality of this is that the budget is tight and the Board cannot hire a new grant writer/administrator. Therefore, giving these duties to Glenda will not disappear anytime soon. Glenda stated things change and she can anticipate the budget getting tighter next year. She stated she has never in her years of service with the county, seen another need that she could fill for that increase in pay if and when a grant administrator is hired. Therefore, she does not anticipate any pay increase to be taken away.

Commissioner Grandstaff stated Glenda has a good point and outlook, as this county is very dynamic and there are always changes needed from the employees. She stated she appreciates the fact that Glenda is willing to 'take on' whatever the Board requires of her and the Board is lucky that Glenda is willing to adapt. Commissioner Thompson stated he disagrees with establishing a grants administration office at this time. He stated with the grants, people have written them and they should be left with them. He does see a need for an area to house these grants for administration. He stated he does agree that Glenda is the best person to keep track of these grants for administering purposes, however he agrees with Commissioner Chilcott on the temporary position. He stated he disagrees with giving a boost in pay and then hire a grants administrator and then take away that boost. He stated the Board should look at a grant writer in the future.

Commissioner Grandstaff disagrees with hiring a grant writer. It is very difficult to find a grant writer that can write grants for the entire county. The problem is the administration of them and that is what the Board is asking Glenda to do. Commissioner Chilcott stated he agrees with Commissioner Thompson for a grant writer. This is where the grant writer can put the "pizzazz" in the grant application. Further discussion followed regarding adequate pay increase for compensation of additional duties. Glenda stated she visited with Human Resource Director Robert Jenni about a reasonable hourly increase for both of these additional tasks. He stated he would visit with the Chairman about those amounts. Glenda stated she has worked for the Commissioners Office since 1993 and has worked under several different boards. She has been given numerous tasks in addition to her regular duties and has not asked for compensation for any of those tasks except the small amount she received for Accounts Payable that was to take place for a minimum of 6 months and ended up being a couple of years. She felt she should be fairly compensated for these extra duties and if and when those duties were shifted elsewhere her pay should not be decreased. She stated her job knowledge and workings of the

county due to these administrative jobs assist other employees in doing their jobs. She suggested the Commissioners review this individually and make a final determination as a Board during their budget sessions.

Commissioner Rokosch made a motion to contract the CTEP grant administration for Willow Creek with Skip Rosenthal, not to exceed \$1,800. Commissioner Driscoll seconded the motion. Commissioner Chilcott discussed Glenda possibly finishing out the grant and therefore would not need Skip's assistance. There should be an immediate termination clause in the contract and travel time should be negotiated. Commissioner Rokosch discussed travel time to be compensated and to negotiate training with Glenda for that amount. **All voted 'aye'.**

► The Board met for approval of an amendment to the Task Order Contract between Public Health and Department of Health and Human Services. **Commissioner Chilcott made a motion to approve the amendment to the contract between Public Health and Department of Health and Human Services. Commissioner Driscoll seconded the motion and all voted 'aye'.**

► The Board met for an interview for the open Health Officer position.